

27 Postcard Trailers Admin

27.1 Postcard Trailers Admin Overview

The Postcard Trailers Admin screen (Figure 27-1) allows authorized users to update (i.e., add, delete and edit) the list of products associated with the Postcard Trailers function. This function was modified for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

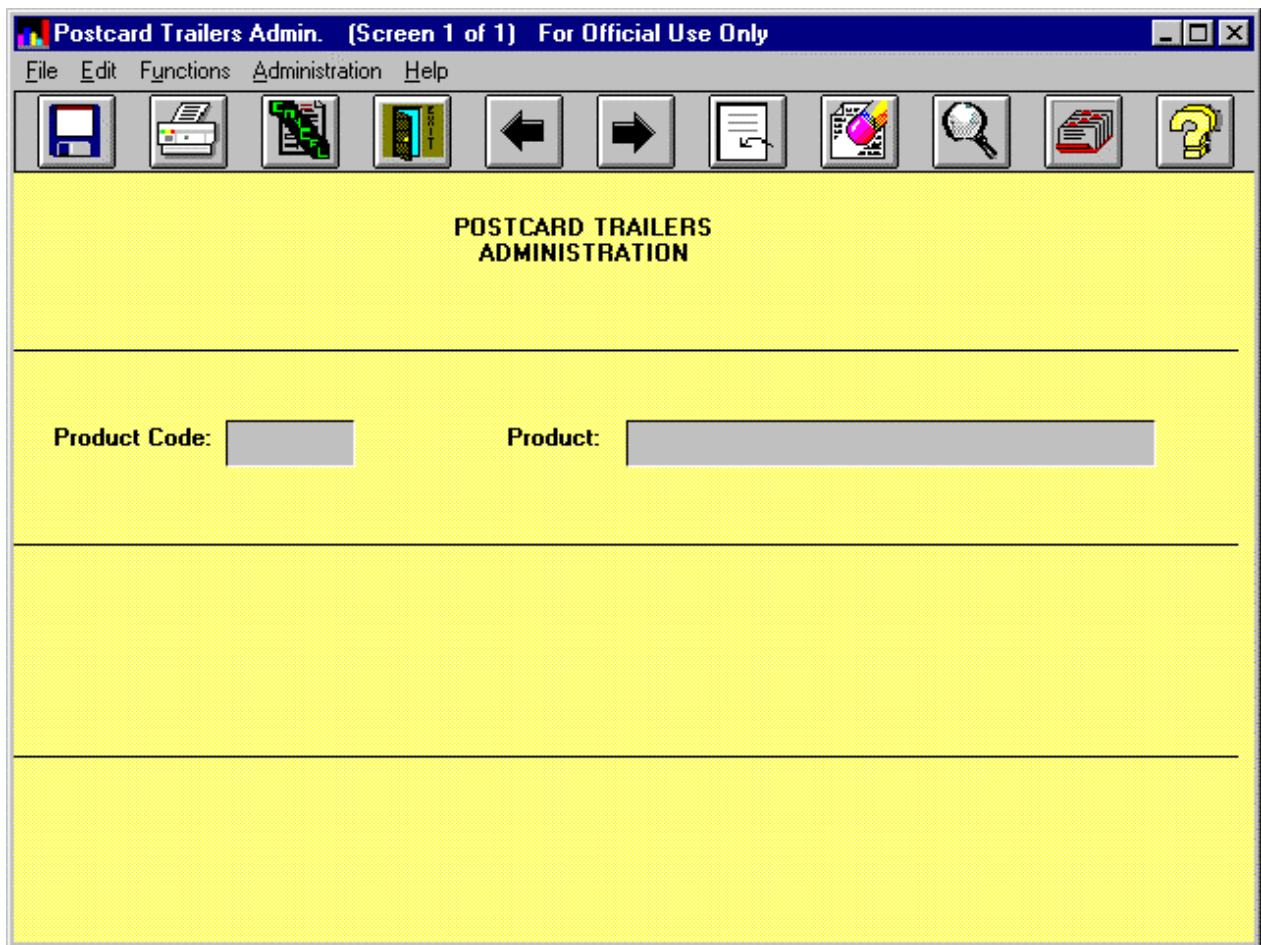


Figure 27-1 Postcard Trailers Admin Screen

27.1.1 To Add or Create New Record



Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.
2. Enter the requested information, then save your work.

27.1.2 To Add Multiple New Records



Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

27.1.3 To View or Edit Existing Record



1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. When you do, a Search window (Figure 27-2) appears.

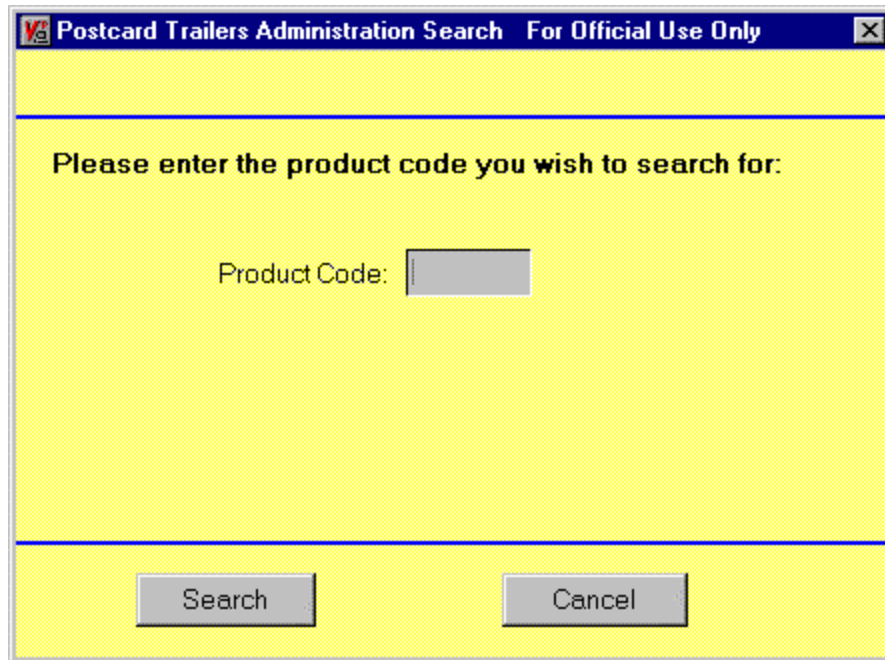


Figure 27-2 Postcard Trailers Administration Search Pop-Up Window

2. Type in the desired **Product Code** (up to 4 alphanumeric characters).
 3. Click **Search**. If a record is found, it is displayed on the Postcard Trailer Admin screen.
- or
- Click **Cancel** to close the Search window.

Note: If no record is found matching the information you entered, a pop-up window appears (Figure 27-3). Click **OK** to close the window. You can then choose to search for a record again, add a record, go to another Metrics function or exit the Metrics application.

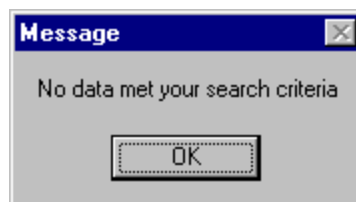


Figure 27-3 No Data Found Pop-Up Message

27.2 Postcard Trailers Admin Screen 1 of 1

When the Postcard Trailers Admin screen (Figure 27-4) opens, you can either insert a new record (Section 27.1.1) or search for an existing one to open (Section 27.1.3). The Delete procedure is explained in Chapter 6.

Postcard Trailers Admin. [Screen 1 of 1] For Official Use Only

File Edit Functions Administration Help

POSTCARD TRAILERS ADMINISTRATION

Product Code: 27.2.1.1 Product: 27.2.1.2

Figure 27-4 Postcard Trailers Admin Screen Fields
(Numbers in data boxes refer to section numbers.)

27.2.1 Fields for Postcard Trailers Admin Screen 1 of 1

27.2.1.1 Product Code

Enter the identifier (up to 4 alphanumeric characters) assigned to the product. This is a required field.

27.2.1.2 Product Description

Enter a description for the product (up to 30 alphanumeric characters). This is a required field.